

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR-0121

ISSUE DATE: April 8, 2015

TITLE: Technical Assistant 1, Community Affairs

CLOSING DATE: April 22, 2015

DIVISION/UNIT: Office of Fiscal Services

LOCATION: Department of Community Affairs
101 South Broad Street, Trenton, NJ

SALARY RANGE: P20: \$49,263.43-\$69,662.11

POSITION(S): 1

DISTRIBUTION: DEPARTMENT

DESCRIPTION OF MAJOR DUTIES:

Under the direction of a higher level supervisory official in the Department of Community Affairs, takes the lead over technical and/or clerical staff in the performance of technical duties and/or perform complex para-professional responsibilities for prescribed technical projects or programs requiring the independent application of rules, regulations, policies, and procedures to varying situations within the particular area of assignment; does other related duties as required. Using MACS-E (New Jersey procurement system), NJCFS (New Jersey accounting system), E-Catalog (New Jersey electronic purchasing system), will generate purchase orders and process payments to vendors for goods and services received in accordance with State purchasing regulations and procedures.

REQUIREMENTS

EXPERIENCE:

Five (5) years of experience in grant/contract compliance monitoring, program monitoring, or fiscal compliance and budgetary assistance and/or technical assistance to state and/or local communities or agencies, completing forms, resolving complaints application or interpreting rules, regulations, policies, and procedures to the public, and reviewing documents for accuracy and content.

NOTE: Applicants who do not possess the required experience may substitute education as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience up to a maximum of four (4) years.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

☒ A promotable eligible exist within the unit scope.

Office of Human Resources
New Jersey Department of Community Affairs
HR#0121
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted on the basis of the resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer